

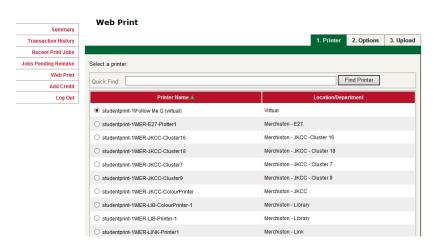
SENDING YOUR PRINT JOB TO AN MFD USING WEBPRINT

To send your print job to a Multi-Functional Device (MFD) from Web Print:

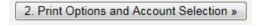
- Login to the print service http://print-1.napier.ac.uk:9191/user using your University login ID and password.
- 2. Select Web Print and choose Submit a Job.



3. Select the print queue - studentprint-1\Follow Me Q

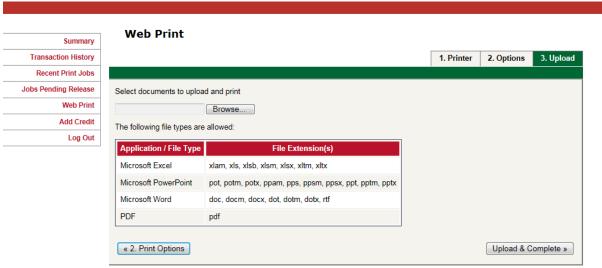


4. From the bottom of the screen click on the "2. Print Options and Account Selections" button:



- 5. Enter the number of **copies** that you require.
- 6. Select "3. Upload Documents"
- 7. Click "Browse..." and select document to print (must be valid Microsoft Office, or PDF doc)





- 8. Once you've selected your document choose "Upload & Complete"
- 9. Your job will be submitted, rendered and Held in a queue if successful.
- 10. You can then click on the "**Jobs Pending Release**" button on the left pane to view pending print jobs.

